

Part 12 - Information Services Records

This schedule covers records pertaining to informational services performed by the Department of Education in relations with the public, including records created in administering Freedom of Information Act and Privacy Act activities.

Records under this series consist of inquiries, replies, and related correspondence; and in the case of FOIA and Privacy Act files, reports and appeal case files; and administrative background materials for formal informational releases. Records relating to budget presentation, and printing, duplicating, and distribution are covered by the General Records Schedule (GRS). Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying these disposition schedules.

Other information services records such as speeches, press releases, and publications are found in Part 6 - Office of Public Affairs Records.

ED/RDS

ITEM

NO.

DESCRIPTION OF RECORDS

DISPOSAL

AUTHORITY

1. Freedom of Information Act (FOIA) Files.

See GRS 14
Item 11 - 15

2. Privacy Act Files (5 U.S.C. 552a).

See GRS 14
Items 21 - 26

3. Federal Educational Rights and Privacy Act Complaints.

Complaints concerning the privacy of student educational records maintained by schools that receive financial assistance from the Department of Education. Included are the ED responses and related correspondence.

a. Formal Complaints.

Disposition: Destroy 3 years after final disbursement and satisfactory close of final audit.

NARA Job No.
NC1-12-82-1
Item 3a

b. Informal Complaints.

Disposition: Destroy 5 years after resolution.

NARA Job No.
NC1-12-82-1Item
3b